RECORDS RETENTION SCHEDULE APPROVAL REQUEST

STO 79/REV 7-92	<u>הטו</u>	(1) DEPARTMENT BOARD OR COMMISSION	ROISES	
		Department of	c Substances	Control
	•	Human Resources	The second secon	
Submit three copies Records Retention	Submit three copies with three copies of the Records Retention Schedule, STD. 73.		4th floor Sacrament	1to, CA 95814
TO: DEPARTMENT OF OFFICE OF INFO	DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES		that have never been schedu	Complete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (o	1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) Revising a previous so (A new approval numb	Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.)	
(916) 445-2294 or	(916) 445-2294 or CALNET 485-2294	(4) Amending some pages (The original approval	Amending some pages of a previous schedule. (Complete l (The original approval number will remain in effect.)	(Complete boxes 8 - 12.)
NEW SCHEDIII F	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
INFORMATION (If applicable)	DTSC 99-03	7/12/99	19	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
PART I AGENCY STATEMENTS	ATEMENTS			
As the program n the attached schu the State Adminion schedule) that all	As the program manager (or person authorized to sign for the program manager) directly responsible the attached schedule, I certify that all records are listed, that I have reviewed the need for the records the State Administrative Manual) that each netention period is necessary and correct as scheduled, and scheduled that all items on the previous schedule have been accounted for.	ed to sign for the program ma s are listed, that I have review tention period is necessary a fule have been accounted for		for the records listed on s,(per Section 1611 of nd (for a revised
(13) SIGNATURE-MANAGER DIREC	SIGNATURE-MANAGER DIRECTLY RESPONSIBLE FOR THE REGISTORS	os Marine	Human Resources	(15)
2) Lynn Whe In accordance win General Services all the factors list	Lynn Whetstone Cobe 1975, approval of the attached in accordance with Government Cobe 1975, approval of the attached General Services is hereby requested. Retention periods have been es all the factors listed in Section 1667 of the State Administrative Manual.	14755, approval of the attached Rec Retention periods have been estab the State Administrative Manual.	HILLION CONTROL OF THE PROPERTY OF THE PROPERT	y the Department of a careful evaluation of
I hereby certify that disposal of records.		am authorized to act on behalf of the head of this ager (Per Section 1611 of the State Administrative Manual.)		the retention and
(19) SIGNATURE-RECORDS MANAGEMENT ANALYST	NNAGEMENT ANALYST		MAT	LOW DATE CICNED
12. 3	SCHAR	$\frac{OSCP}{OSCP}$ $\frac{OSCP}{OSCP$	916 324-3754	11/29/99
(21) SIGNATURE—OIS CONSULTAN	Zmt	(22) APPRO 9		The second secon
Onincial Ro	ends homespeat	(24) DATE	DATE SIGNED 12/15/99	
PART III ARCHIVAL	PART III ARCHIVAL SELECTION (PerGovernment Code Section 14755) THE ATTACHED RECORDS RETENTION SCHEDULE:	ant Code Section 14755) JLE:		
(25) Contains no ma	Contains no material subject to further review by the California State	v by the California State		
	of outsign to archival review	Items stamped "Hold/Notify		
Contains mater Archives" may r State. (Per Sec	Contains material subject to archivel review. Items stailled From North Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	rance by the Secretary of istrative Manual.)		
(ZT) SIGNATURE CHIEF OF ARCHIVES	CHIVES LANDON L	MMMMAE (28) DATE	ESIGNED 12/21/9	100 mm
X	ALL STREET			

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	SCHEDULE NO. DTSC 99-03	DATE 2 7/12/99	
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESC	DURCES	PAGE 1	of . 19
ADDRESS (NUMBER STREET CITY)		DGS APPRO	VALNO 3 /

				40	0 P	STREE	T, 4th Fi	LOOR, SA	CRAME	NTO	199.234
ITEM	CUBIC	CALIF		м	V		RETENTIO	אכ		PRA	
NO.	FEET	STATE	TITLE & DESCRIPTION OF RECORDS			OFFICE	DEPT	SRC	TÖTAL	(EXEMPT)	REMARKS
		ARCHIVES	(Triple space between illeins)							& IPA	17
	6	8		9 010		17	3.33.43		10		
And the second s	The state of the s	, p	MISSION STATEMENT The Human Resources Branch of Administrative Services is responsible for providing personnel services to employees and management which includes processing all documentation relating to appointments, separations, miscellaneous	Manager Commence of the Commen				and the control of th			Retention Authority: For those records which have no reference to a governing law or authority for the retention cited, the manager's (manager directly responsible for the records) authority applies.
		- december of the second secon	employment history changes, classification and pay, selection and testing, performance evaluation and standards, relating to the State Civil Service System. This schedule will cover the Classification and Pay, Examination, Health and Safety, Return to Work, Labor Relations and Transactions Units.		AND THE PARTY OF T					And the first of t	Confidential Records: All records flagged in Column 16 will be shredded at the time retention has expired. If the records are sent to the State Archives, the State Archives must maintain records flagged in Column 16 as confidential and shred at the time of disposal.
											Vital Records: A number of records have been flagged as vital records. Method of protection for these records has not yet been determined by the Department. Future reviews and studies will be conducted to determine the best method of protection.

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	SCHEDULE NO. DTSC 99-03:	7/12/99		
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURC	ES	PAGE 2	OF	19
ADDRESS (NUMBER STREET CITY) 400 P STREET 4th FLOOR SACRAMENTO		DGS APPROV	AL NO.	34

						STREET					144.734
ITEM	CUBIC :	CALIF		M	٧.			ION		.PNA (EXEMPT)	REMARKS
NO.	fééf	STATE:	IIILE & DESCRIPTION OF RECORDS (Triple space between liems)		9.1	office	DEPT:	sro	TÖTAC	& IPA	HEMMINA
		8		d id	11	12)]]	9.04	j 6	6. 68 300 300	1
	- A - Direction of the Control of th									٠	
			ADMINISTRATIVE RECORDS								·
1	0.2		Board of Control Claims/Correspondence	Р	x	4		2	6		
ş	0.2		Board of Control Claims/Correspondence		ĺ`	'		-			
2	2.0		Statement of Economic Interests (STD.730)	P	Х	Current			Current	ΧI	Retain as "Current" until superseded or
						+2			+2		Cancelled, PRA 6254, IPA 1798,40.
											SAM 1600 AT-1, Item 67
			Examination Announcements						ĺ		
			Examination Announcements								
3	0.2		Departmental .	P		Active			Active		Retain as "Active" until superseded.
	1									<u> </u>	The state of the s
4			Other Departments	P		Active			Active		Retain as "Active" until exam is completed.
								1			completed.
5			Servicewide	þ		Active			Active		Retain as "Active" until exam is
J	'										completed.
				1_							Becomes inactive when superseded.
6	0.1		General Services Charge Card Inventory	P		Active			Active		Becomes mactive when superseded.
7.			General Services Charge Card Notification (copies)	P	,	Active			Active		Becomes inactive when superseded.
,	1 1		General Services Offarge Out a Mountain (ospics)			1000					Originals maintained in Business
											Services.
	1	1									
8	0.1		Purchase Orders (copies)	F	1	Active			Active		Becomes inactive once order is received. Original maintained in
											Business Services.
											Contract Contract
9	20.0	1	Report of Personnel Action (RPA)(DTSC 1058)	P	1 _X	Active			Active	ΧI	Retain as 'Active' as long as position
J	20.0		(Located in Personnel Transactions Office)			+4		6	+10		exists for position history.
	1		(Includes Duty Statements/Position Justification)								PRA 6254; IPA 1798.40
			(Freeze Exemptions)						and the second s		SAM 1600 AT-1, Item 36, 39 & 49.
			(STD, 625 Classification and/or Certification)								Records are needed for
			(STD. 651 Employee's Job Description)								future position history ref-
	1		The second secon	ţ	1	t	ı	ı	•	1	'erence.

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	SCHEDULE	DATE 27/12/99		3
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCE	S	PAGE 3	оғ 19	
ADDRESS (NUMBER STREET CITY)		DGS APPROV	15 G.	ļ ,

			,	10	0 F	STREET			ACRAME		
ITEM NO.	CUBIC FEÉT	CALIF STATE ARCHIVES B	TITLE & DESCRIPTION OF RECORDS (Triple space between liems)	M 10	.V	office 12	RETENT OEPT 13	ON SRC 14	101AL 16	PRA (EXEMPT) & IPA 16	REMARKS 1
10	50.4		Report of Personnel Action (RPA) (DTSC 1058) (Located in Central File Unit)	P	×.	Active +4		6	Active +10		Retain as 'Active' as long as position exists for position history. PRA 6254; IPA 1798.40 SAM 1600 AT-1, Item 36, 49. *See below
11	0.2		Staffing Report	Р		Current +5			Current +5		Retain as "Current" until superseded. Retain an additional five years for position history.
12	10.0		Subject Files (filed alphabetically by subject)	Р		Active			Active		Becomes inactive when no longer needed.
							and the second s				*Contents are being reviewed for incorporation into Official Personnel Files (Item #70)
	an demonstratives reconstratives reconstratives and the second se	Annua de la companya								, .	
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					And the second s						1
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State of	California		[ner		MENT OF TOX	C Silbe	TANCES COM	HROL		SCHEDULE NO.	DATE
State Of 1	CostOttilo		JUE!	745 F	ment or tox		GS #8200		,	DTSC 99-03	2 7/12/99
RECO	RDS RETENTION	DN SCHEDULE	OR	GANI	ZATIONAL UNI						PAGE OF
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Std. 73 (PC Generaled by [PTSC 4/93) .	ADI	RES	s (NUMB	ER .	STREET	CITY)			DGS APPROVAL NO.
			10	o F	STREET	. 41h F	loor s	ACRAME	NTO		100-234
ITEM	CUBIC CAL			V		RETENT			βĦΛ		
NO.	FEET STAT ARCHR. 7 8	É TITLÉ À DÉSCRIPTION OF RÉCORDS ÉS (Triplé space befive en lléms)	9 10		ÖFFICE 12	DEPT	SRC	101AL 15	(EXEMPT) & IPA	6	HÉMARKS 1
		CLASSIFICATION AND PAY UNIT					·				
		Adverse Action Files					· 				
13	10.0	a. Termination by Disciplinary Action (Resignation with fault, AWOL)	P	x	Active			Active	×ĭ	Retain all cases termination by di Inactive after em PRA 6254. IPA SAM 1600 AT-1	sciplinary action. ployee reaches age 1798,40.
14		b. All other Adverse Actions & Corrective Actions	Р	×	3			3	׾	Retain for 3 year is stipulated in the PRA 6254; IPA SAM 1600 AT-1	ie agreement. 1798.40.
15	1.0	Classification Histories	P		Active			Active		including utilizati background, stu	dies, etc. Becomes o longer needed for es.
16	0.5	Class Specifications	P		Current	·		Current		Retain as currer superséded. SAM 1600 AT-1	nt. Replace when , Item 70.
17	3.0	Grievances Includes Employee Contracts (STD 630)and Merit Issues	- 1	'	Active +3			Active +3	ΧI		

Active

Layoff Material

SAM 1600 AT-1, Items 40 & 75.
Official Seniority list, Layoff, Notice of Transfer. Inactive after 5 years from layoff. Govern. Code PRA 6254; IPA 1798.40.

Active XI +5

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	SCHEDULE NO. DTSC 99-03	DATE 2 7/12/99		3
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCE	CES	PAGE 5	of 19	
ADDRESS (NUMBER STREET CITY)		DGS APPRO	VAL NO.	
400 P STREET, 4th FLOOR, SACRAMENTO	•	99	· 234	

				400	, ,				ACRAME		
ITEM	COBIC	CALIF		M	Y:	OFFICE		ON SRC	TOTAL	PRA (EXEMPT)	REMARKS
NO	FEET 7	STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between liems)	9 10	311	UFFICE 12	JEP (340 14	101AL 16	& IPA	
19	1.0		Memoradums of Understanding (Bargaining Unit Contracts)	Р		Active +5			Active +5		Retain as "Active" until superseded.
20	3.0		Outgoing Chron	Р		5			5		Five year retention required per the Legal Office.
21	6.0		Policy and Procedure Memos	Р		Current +2			Current +2		Retain as "Current" until superseded.
22	6.0		Workers Compensation	P	***************************************	Active +2			Active +2	ΧI	Retain as 'Active' until settlement of the claim or closure of the case. Then retain for two years. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 71(c)
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		ANY Land Office of the Control of th							A		

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	DTSC 99-03	DATE 7/12/99		
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCE	ĒS.	PAGE 6	OF	19
ADDRESS (NUMBER STREET CITY)		DGS APPRO	VAL NO.	3 N

				400	<i>)</i>			-LOOR, SA	4UNAME!		
ITEM .	CUBIC	CALIF		М	٧		RETENT			ÞŔA	
NO.	FEET 7	STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between liems) s	10	. 11	OFFICE 12	DEPT 13	SRC 14	TOTAL 16	(EXEMPT) & IPA 16	REMARKS 17
			EXAMINATION UNIT A separate file is set up for each individual exam title. Within this file are the items listed, in the order of their filing. Length of time for eligible list activity ranges from one to four years, depending on the exam.								
23	0.5	· ·	Appeals	Р		Active +1			Active +1		Inactive after a particular examination list expires. Then retain for 1 year. PRA 6254; IPA 1798.40.
24	0.3	MARKETINIS STATEMENT STATE	Employment Inquiries and Applications	Р		2			2	ΧI	Retain for 2 years. PRA 6254; IPA 1798.40.
25	27.0		History	Р		Active +2	-		Active +2	×	Exam documents including background, establishment, planning recruitment, etc. Inactive after a particular examination list expires. (4-6 years) Then retain for 2 years. PRA 6254. IPA 1798.40.
26			History	С		Active +2			Active +2	×	n 1
27			Applications Rejected	Р		Active +2			Active +2	ΧI	Inactive after a particular examination list expires. Then retain for 2 years. PRA 6254, IPA 1798,40.
28			Successful	P	Windows of the last of the las	Active +2		THE RESIDENCE OF THE PARTY OF T	Active +2	ΧI	n n

RECORDS RETENTION SCHEDULE

Std. 73 (PC Generated by DTSC 4/93)

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

GS #82000

ORGANIZATIONAL UNIT

MANAGEMENT SERVICES/HUMAN RESOURCES

ADDRESS (NUMBER STREET CITY)

400 P STREET, 4th FLOOR, SACRAMENTO

					SIREE		~~~~	1011/11/11		
ITEM	CUBIC	CALIF		M V		RETENTION			PRA	
NO.	FEET	STATE.	TITLE & DESCRIPTION OF RECORDS		ÖFFICE	DEPT	SRC	TOTAL	(EXEMPT)	REMARKS
		ARCHIVES	(Triple space between items)						& IPA	
6	1	8		1d 1	1		14	16		
29	-		Unsuccessful	Р	Active +2			Active +2		Inactive after a particular examination list expires. Then retain for 2 years. PRA 6254; IPA 1798.40
30			Certification of Eligibles	С	Active				ΧI	Inactive after a particular examination
	**************************************			ANALOSA TITLE TO THE TOTAL PROPERTY OF THE T	+2			+2		list expires. Then retain for 2 years. PRA 6254; IPA 1798.40. Retained in individual examination files.
31			Conditions of Employment	Р	Active +2			Active +2	X	Inactive after a particular examination list expires. Then retain for 2 years. PRA 6254; IPA 1798.40.
32			Correspondence File	p	Active			Active	X	Active until the next examination PRA 6254; IPA 1798.40.
33			Disqualification Sheets (Qualifications Appraisal Panel (QAP) & Performance Readiness Evaluation (PRE))	Р	Active +2			Active +2	X	Inactive after a particular examination list expires. Then retain for 2 years. PRA 6254; IPA 1798.40.
34			Ethnic Information - QAP and PRE Panel Members	Þ	Active +2			Active +2	x	11 17 19
35		make the same of t	Promotional Readiness Evaluation (PRE)	Р	Active +2			Active +2	XI	n P. n
36		THE TRANSPORT OF THE TR	Qualification and Appraisal (QAP) and Promotional Readiness Evaluation (PRE) Committee Members Rating Sheets	Р	Active +2			Active +2	X	n 1) 17
37			Veteran's Preference	Р	Active +2			Active +2	x	n n n
S. P. Control			`.							

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL SCHEDULE NO. GS #82000 DTSC 99-	DATE -03 27/12/99
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCES	PAGE 8 OF 19
ADDRESS (NUMBER STREET CITY)	DGS APPROVAL NO.

				400) <i>P</i>	STREET			ACRAME		199.634
ITEM	CUBIC	CALIF		М	٧		RETENT	ON		PRA	
NO.	FEET 7	STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between lients)	10	11	OFFICE 12		SRC 14	TOTAL 16	(EXEMPT) A IPA 18	REMARKS 17
38			Written Test Answer Sheets	Р		Active +2		,	Active +2		Inactive after a particular examination list expires. Then retain for 2 years. PRA 6254; IPA 1798.40.
39	***************************************		Written Test Booklets and Interview Questions	Р		Active +2			Active +2	X	
40	2.0		QAP and PRE Interview Tapes	*	X	4			1		*=Cassette tapes State Personnel Board requires interview examination tapes one year from the interview. They are then erased by the Exam Unit. PRA 6254. IPA 1798.40.
41	0.1		Reemployment List/Cards	Р		Active +3			Active +3	X	Inactive after layoff; then retain for 3 years. Government Code 19997.11. PRA 6254; IPA 1798.40.
42	0.5		State Personnel Board Employment Lists	Р		Active +4			Active +4		Inactive after a particular examination list expires.
,							***************************************				

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	 DATE 7/12/99
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCES	PAGE OF 19
ADDRESS (NUMBER STREET CITY)	DGS APPROVAL NO 3 4

				····	······	<u>, 4th FLOOR, S</u>	MURAINE.		
ITEM	CUBIC	CALIF		M. A	· · · · · · · · · · · · · · · · · · ·	RETENTION		PRA	
NO.	FEET	STATE	TITLE & DESCRIPTION OF RECORDS		OFFICE	DEPT SRC	TOTAL	(EXEMPT)	REMARKS
		ARCHIVES	(Triple space between Ilems)					& IPA	
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	الششششات				21 34 35 35 36 4	<u> 2.000.48 .3</u>	1		
1									
ľ			RECORDS MANAGEMENT		1 1				
			NECONDS MANAGEMENT			1			
43	0.2		Bi-Annual Reports	Р	3		3		Includes Records Holding and
İ			'		1				Destruction Report.
							1		
	1 1						2		Originals maintained in Business
44			Quarterly Records Destruction (Copies)	Р	2			٠.	
							1		Services.
			Decrete Detaction Colondals (OTD 72 9 OTD 72)	Р	Current		Current		Retain as "Current" until revised,
45			Records Retention Schedule (STD.72 & STD.73)	-	Content		Content		
									superseded, or rescinded.
	1 1							1	
1			Olata Daniel Cantar Dafarena - Daniel (CTD 76)	P	Active		Active		Retain as "Active" until request for
46			State Record Center Reference Request (STD.76)		Active		Active		
				1 1					referral or withdrawl is completed.
	'				1				Originals sent to the State Record
		1	·		1		1		Center.
									Octrici.
		-	,						
47	0.1		Transfer Lists (STD.71)	P	Current		Current	ļ	Retain as "Current" until records are
1				1 1			1		destroyed, retired permanently,
-	1								transferred to State Archives, or when
ŀ									no longer needed, whichever is later.
	[·						
				1 1			1	1	Originals sent to the State Records
									Center.
									P.
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RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	SCHEDULE NO. DTSC 99-03	DATE 2 7/12/99	3
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCE	ES	PAGE 10	of 19
ADDRESS (NUMBER STREET CITY) 400 P. STREET 4th FLOOR, SACRAMENTO		DGS APPROV	val no. $2 ? 1$

			40	00 F	STREET	<u>, 4th FL</u>	OUR, SA	CKAME		
ITEM	CUBIC	CALIF	% M	TV	(m) (m)	RETENTK			PRA	
NO.	FEET	STATE TITLE & DESCRIPTION OF RECORDS ARCHIVES (Triple space between flerins) 8	9 1	G 11	ÖFFICE 12	DEPT (3	SRC 14	101AL 16	(EXEMPT) & IPA I6	REMARKS 17
										,
		The same of the Unit								
		TRANSACTIONS UNIT					1		·	
48	0.1	Accident Report (STD 268) (Other than Motor Vehicle)	p	×	Active			Active	ΧI	Retain as "Active" until settlement of the claim or closure of case. PRA 6254; IPA 1798.40. SAM 1600 AT-1, Item 19.
49	3.0	Attendance Report (Payroll) (STD 672)	F	2	5			5	ΧI	Retain for five years or until audited, whichever occurs first. PRA 6254; IPA 1798.40.
50	3.0	Attendance Report (Leave Usage) (STD 672)	F	0	5			5	ΧI	Retain for five years or until audited, whichever occurs first. PRA 6254; IPA 1798.40.
51	4.0	Attendance Summary (TDC-634) (PMIS Leave System)	F	0	5			5	ΧI	11 U H
52	*	Authorization for Extra Hours* (STD 682)(Cash Overtime) *Filed with Miscellaneous Payroll/Leave Actions (Form STD 671)		Р	5			5	ΧI	Retain for five years or until audited, whichever occurs first. (Overtime for cash) PRA 6254; IPA 1798.40.
53	٠	Authorization for Extra Hours* (STD 682)(Overtime for Comp. Time Off) *Filed with Employee Time Sheet, DTSC 1001		P	3			3	ΧI	Retain for three years or until audited, whichever occurs first. (Overtime for Compensating Time Off (CTO)) PRA 6254; IPA 1798.40.
54	0.2	Change in Payroll Header (STD 407)	·	Р	4			4		Retain for four years or until audited, whichever occurs first. SAM 1600 AT-1, Item 22.

RECORDS RETENTION SCHEDULE

Std. 73 (PC Generated by DTSC 4/93)

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

GS #82000

DTSC 99-03

ORGANIZATIONAL UNIT

MANAGEMENT SERVICES/HUMAN RESOURCES

ADDRESS (NUMBER STREET CITY)

400 P STREET, 4th FLOOR, SACRAMENTO

					140	VF			LUUN, SA	1011/11/1LI		
17	EM	CUBIC	CALIF		M	V	1823 F	RETENTA	ON		PRA :	
1		FEET	STATE	TITLE & DESCRIPTION OF RECORDS			OFFICE	séét T	SRĆ	TOTAL	(EXEMPT)	REMARKS
	NO.	rec:		(Triple space between items)			4861	180			& IPA	
	J		ARCHIVÉS	(Triple space between refits)	۱.,	, ,	12	. 13			16	17
<u> </u>	g	-7	8		1 "	11						
1	- 1			•		1 1		1				
1	55	2.0		Change in Established Position (STD.607)	P	X	4		1	4		Retain for four years or until audited,
	-	~.~		,					1	1		whichever occurs first.
	l			,				1	-	-		SAM 1600, AT-1, Item #28.
		1				1			- 1	1		107411 1000,711 1, 10111 11201
1	İ	1		,					l			
	56	10.0		Certification of Eligibles (STD 664)	P		3			3		Retain for 3 years or until audited
	70	10.0		(No names certified)	1			ı	1			by the State Personnel Board,
1		- 1		(No names cermed)					l			whichever occurs first.
-							1					1
1		i				1						SAM 1600 AT-1, Item 50.
		!		o the thing of milesteless (CTD CCA)	p	.	3			3	ΧI	Retain for 3 years for audit/legal/
•	57			Certification of Eligibles (STD 664)	F	1	1 3 1			•	74	court purposes.
1				(Names certified)	1							
ļ	•			• •								PRA 6254; IPA 1798.40.
1					1		1					SAM 1600 AT-1, Item 50.
		1										
1					F		6 mo.			6 mo.	ΧI	Retain for a period of no less than six
-	58	0.1		Employee Action Request (STD 686 & 687)	1	1	o mo.			o ino.	Λι	
1				(Original keyed on-line)	1							months following the close of the
-												fiscal year in which the data was key
-					1							entered to the State Controller's
1												Employment History Data Base.
-		1				1						
				:		1						PRA 6254; IPA 1798.40.
												SAM 1600 AT-1, Item 60.
İ									•			
-					F	٦l.	3	1		3	ΧI	Retain for 3 years for audit purposes.
	59	19.0		Employee Time Sheet (DTSC 1001) (copies)	1	1	٦			٦	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
١				·								Original maintained in Fiscal Systems.
								1				PRA 6254; IPA 1798.40.
1			1		1			1		1		
					t	٠, ا	C			Current	1	Retain as "Current" until Record
	60	0.5		Established Position (STD 608)(Perm)	†	1	Current		1			
							+2			+2	1	(Permanent) position is abolished
		1			1	1		1			1	or reclassified. Then retain for
					1	1						two years from end of fiscal year
					1							involved.
	•	1	1		1	ĺ		1				
										1	1	SAM 1600 AT-1, Item 29.
					1		1					
				1					1	·		
		1			1							
												1
									1	1	1	

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	DTSC 99-03	DATE 2 7/12/99	
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCES		PAGE 12	of 19
ADDRESS (NUMBER STREET CITY)		DESMARTROV	ALMS () A
400 P STREET, 4th FLOOR, SACRAMENTO		177	~ ~ 4

		·			_	SIREE			AURAME	Annual Control of the	
ITEM	CUBIC	CALIF		М	٧		RETENTI			PRA ·	
NO.	FEET	STATE	TITLE & DESCRIPTION OF RECORDS			OFFICE	DEPT	ŚRO	TOTAL	(EXEMPT)	REMARKS
		ARCHIVES	(Triple space between ilems)		- 1	3			200 a 1	∴ A IPA	
		8		9 10	11	12	13	14	John 16	16	17
	 	مسخنف البسيد		1-							
١			E 1 1 I LD 'M (OED COOA)/T	Р		C			Current		Retain as "Current" until Record
61	0.1		Established Position (STD 608A)(Temp)	1		Current			_ +		1'
				1		+2			+2		(Temporary) position is abolished or
	1										reclassified. Then retain for two years
	1										from end of fiscal year involved.
				1		1					SAM 1600 AT-1, Item 30.
1											
						.			A 41	VI	Dutata and the south name is spilled
62	5.0		Industrial Disability Leave Files (Non-Toxic)	ĮΡ	X	Active			Active	ΧI	Retain as active until case is settled
						+2			+2 .		or case is closed. Then retain for 2 yrs.
	i			1							Retention of files is done on a case by
1			•			1					case basis.
										ĺ	PRA 6254; IPA 1798.40.
											1 117 0204, 11 71 17 00,40.
			•						l		D 4 1 11 11 11 11 11 11 11 11 11 11 11 11
63			Industrial Disability Leave Files (Toxic)	P	X	Active			Active	ΧI	Retain as active until case is settled or
	i					+2			+2		closed. PRA 6254; IPA 1798.40
			•	1							
64			Industrial Disability Benefits*	P	x	Active			Active	ΧI	Retain as "Active" until superseded.
04	!			Ι'	 ``	+2			+2	"	PRA 6254; IPA 1798.40;
			Information (STD 619)		1.	74	1		12	İ	SAM 1600 AT-1, Item 38.
			*Filed with Industrial Disability Leave Files								SAM 1000 A1-1, Reth 30.
1			Items 62 and 63	1		1				ļ	
	1			1							·
65	0.2		Merit Salary Adjustment (PSD 609)	P		5			5	ΧI	Retain for five years.
				-						ļ	PRA 6254; IPA 1798.40.
				-							
									2	ΧI	Retain for 2 years from end of
66	0.1		Miscellaneous Deduction Change Report	۱۲		2			4	\ \	
			(STD 650)				ľ	Ì			pay period involved. PRA 6254;
											IPA 1798.40; SAM 1600 AT-1, Item 48.
	ļ							İ	1		
	1		A 11 - (OTD C74)	p	Ì	5			5	ΧI	Retain for five years. PRA 6254;
67	1.0		Miscellaneous Payroll/Leave Actions (STD. 671)			9	1		٦	^1	
1			(Replaced Report of Extra Hours to be Paid	-			1		1		IPA 1798.40; SAM 1600 AT-1, Item 51.
		1	STD. 673)			1	1				
0.0			Alam to to the fail Disability (DC 0504)*	l _D	l	Active			Active	ΧI	Retain as active until case is settled
68	2.5	-	Non-Industrial Disability (DE 8501)*	٦	1^	E .			+5	1′′′	or closed, then retain for 5 years.
1			*Filed with Non-Industrial Disability Files			+5			+5		
	1 1		Item 70								PRA 6254; IPA 1798.40.
						}	1				
	1										
1	1	1	I and the second				1		•	•	•

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	DTSC 99-03	DATE 2 7/12/99
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCE	S	PAGE 13 OF 19
ADDRESS (NUMBER STREET CITY)		DGS APPROVAL NO.
400 P STREET 4th FLOOR, SACRAMENTO		179.237

				400	<u> </u>	STREET	<u>, 4th F</u>	·LOOK, S	ACRAMEI	VIO	
ITEM NO.	CUBIC FEET	CALIF STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between items)	M 10	*	OFFICE 12	RETENT DEPT 13	SRG	TOTAL 16	PRA (EXEMPT) & IPA 16	REMARKS
69			Non-Industrial Disability Files	Р	Х	Active +5			Active +5		Retain as 'Active' until case is settled or closed; then retain for 5 years. PRA 6254; IPA 1798.40.
70	45.0		Official Personnel Folder	Р	X	Active			Active	ΧI	Retain as "Active" until employee separates from state service. Then retain according to type of separation. PRA 6254; IPA 1798.40. SAM 1600 AT-1, Item 76
			(Documents found within the Personnel file)								
71			Auth. to Use Privately Owned Vehicle (STD. 261)	Р		Current		· ·	Current	XI.	Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40. SAM 1600 AT-1, Item 18.
72	**************************************		Cert. of Correction-Member Contribution and Collections Due (PERS-283)	P		Current		ANALYSIS ANALYSI ANALYSI ANALYSI ANALYSI ANALYSI ANALYSI ANALYSI ANALYSI ANALYSI ANA	Current	ΧI	Retain as 'Current' until employee separates from State service. Then retain according to type of separation. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 10.
73	***************************************		Correspondence Relating to a Specific Employee	P		3		A THE RESERVE THE PROPERTY OF	3		Retain no longer than three years from date of issue, giving due consideration to timeliness, relevance, and necessity. SAM 1600 AT-1, Item 71(a).
74	*		Declaration of Health Coverage (HBD-12A) *Filed with the Health Benefits Plan Enrollment Form (HBD-12, Item 84)	Р		Current			Current	ΧI	New form established 1/1/98. Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40;
75		STREET, AND THE STREET, AND TH	Dental Enrollment Plan Authorization (STD. 691)	P		Current	The state of the s		Current	ΧI	Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 64.
. 76		· · · · · · · · · · · · · · · · · · ·	Dental Plan Direct Payment Auth. (STD, 696)	P		Current			Current	ΧI	" " " SAM 1600 AT-1, Item 65.

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	SCHEDULE NO. DTSC 99-03 2	DATE 7/12/99	;
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCE	s	PAGE OF 19	********
ADDRESS (NUMBER STREET CITY)		DOSAP TOVAL NO 2 (

				400	<u>0 F</u>	STREET,	4th FLC	00R, S/	<u>ACRAMEI</u>	<u> </u>	V / L V ** .
ITEM NO.	CUBIC FEET	CALIF STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between Items)	M 10	Y :11	RI OFFICE DI 12	ETENTION EPT 13	SRC 14	TOTAL 16	PRA (EXEMPT) & IPA 16	REMARKS
77	manus spans		Designation of Persons Authorized to Receive Warrants (STD. 243)	Р	х	Current		And the second s	Current		Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40. SAM 1600 AT-1, Item 17.
78			Emergency Form Indicating Whom to Notify in Case of Emergency (DTSC 1224)	Р		Current		14.44 mm/y	Current		" " SAM 1600 AT-1, Item 72
79	American enteres de la companya de l		Employee Action Request (copy) (STD. 686)	Р	TANAMAN TANAMA	Active			Active	XI	Retain as 'Active' for name changes/exemption from taxes only. Then retain according to type of separation. PRA 6254; IPA 1798.40. Original maintained in Item 58.
80	THE REAL PROPERTY OF THE PROPE		Employee Record (STD, 611)	Р	X	Active			Active	ΧI	Retain as 'Active' until employee separates from State service. Then retain according to type of separation. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 34.
81			Employee Transfer Data (STD, 612)	Р	X	Active			Active	XI	" " SAM 1600 AT-1, Item 35.
82		***************************************	Examination Application (STD, 678)	P		Active	A A A A A A A A A A A A A A A A A A A		Active	ΧI	" " " " SAM 1600 at-1, Item 55.
83			Health Benefits Plan Enrollment Form (HBD 12)	Р		Current	*		Current	ΧI	Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 6.
84	The state of the s		Health Benefits Plan for Direct Payment While in Nonpay Status (HBD 21)	P		Current	7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Current	ΧI	Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 7.
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RECORDS RETENTION SCHEDULE

DEPARTMEN	IT OF TOXIC SU	BSTANCES CO GS #820		SCHEDULE NO. DTSC 99-	-03 27/12/99	
ORGANIZATI MANAGE	ONAL UNIT	RVICES/H	JMAN RES	OURCES	PAGE 15	of 19
ADDRESS	(NUMBER	STREET	CITY)		P ACTRO	Narabo 3 V

				400) F	STREET,	4th FLOOR, S	ACRAME		1 7 L J 4 4
ITEM	CUBIC	CALIF		М	٧	RE	ETENTION A		PRA	
NO.	FEET 6 7	STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between Rems) 5	ta	11	OFFICE DE	EPT SRC	TOTAL 15	(EXEMPT) & IPA	REMARKS
85	negation and an experience of the contract of		Health Benefits Plan Health Statement Enrollment (HBD 38)	Р		Current		Current	ΧI	Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 8. After 1/1/98, no longer in use.
86			Health Questionnaire/Medical Report (STD.610 HQ)	P	X	Active		Active	ΧI	Retain as 'Active' until employee separates from State service. Then retain for five years after separation. Medical report must be kept in a sealed envelope. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 31.
87	***************************************		Health Questionnaire (STD.610)	P	x	Active +5	,	Active +5	ΧI	" " " " " SAM 1600 AT-1, Item 32.
88			Medical Examination Report and Supplemental Information Dealing with Exposure to Toxic Substances or Harmful Physical Agents	P	×	Active +30		Active +30	ΧI	Retain as 'Active' until employee separates from State service, then retain for 30 years after separation. Medical report must be kept in a sealed envelope marked 'TOXIC REPORT'. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 33.
89			Life Insurance Enrollment Authorization (STD 698)	Р		Current		Current	XI	Retain as 'Current' until superseded or cancellèd. After June, 1990, enrollment became automatic for all non-represented employees who are eligible. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 66.
90			Military Service Declaration (STD. 912)	P		Current		Current	ΧI	Retain as 'Current' until employee separates from State service. Then retain according to type of separation. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 68.

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL	SCHEDULE NO.	DATE .
GS #82000	DTSC 99-03 2	7/12/99 3
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MANAGEMENT SERVICES/HUMAN RESOURCES	S	16 19
ADDRESS (NUMBER STREET CITY)		DGS APPROVAL NO
400 P STREET, 4th FLOOR, SACRAMENTO		99.234

-							4th FLOOR, S	AOI WINE	*** * * * * * * * * * * * * * * * * * *	99 65 5
ITEM NO.	CUBIC FEET	CALIF STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between items)	M 9 10	V	OFFICE D	ETENTION DEPT SRC 13 14	TOTAL 15	PRA (EXEMPT) & IPA 16	REMARKS 17
91			NOPA (Notice of Personnel Action)	Р		Current		Current		Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 82.
92	Anna 1177 Table 1		Notice of Change and/or Cert. of Contribution Rate (PERS-155)	P.		Current		Current		Retain as 'Current' until employee separates from State service. Then retain according to type of separation. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 9
93			Oath of Office (STD, 688)	Р	X	Current		Current .	ΧI	Retain as 'Current' until employee separates from State service. Then retain according to type of separation. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 62.
94			Oath of Allegiance/Permission to Work (STD. 689)	Р	x	Current		Current	ΧI	" " SAM 1600 AT-1, Item 63.
95			PERS Beneficiary Designation (PERS/STD 241)	Р		Current		Current	ΧI	Retain as 'Current' until superseded or cancelled. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 15.
96			Performance Appraisal/Individual Development Plan (STD. 637)	<u> </u>	X	Current		Current	ΧI	Retain as 'Current' until superseded. Exception: If there is evidence of possible adverse action, then retain for 3 years.PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 43.
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RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL GS #82000	SCHEDULE NO. DTSC 99-03	DATE 2 7/12/99	3
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURCE	ES	PAGE 17 OF 19)
ADDRESS (NUMBER STREET CITY)		DONPOOVAL NO	3 4
400 P STREET, 4th FLOOR, SACRAMENTO			5

				40		SIKEEL	, 4015	LOON, OF	TOTAME	***************************************	
ITEM NO.	CUBIC FEET	CALIF STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between items)	M 10	V 11	OFFICE 12	RETENTA DEPT 13	SRC 14	TOTAL 15	PRA (EXEMPT) & IPA 16	REMARKS
97			Report of Performance for Probationary Employee (STD. 636)	P	X	Current			Current	ΧI	Retain first, second and final report until superseded by first STD 637 (Individual Development Plan). Exception: If there is evidence of possible adverse action, retain all three for three years plus current report. (Government Code 19365 permits adverse action within three years of cause.) PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 42.
98		-	Salary Range Justification (Same as Deep Class Substantiation - SPB 300-903)	Р	X	3			3	ΧI	Retain for three years or until audited by the State Personnel Board, whichever occurs first. PRA 6254; IPA 1798.40. SAM 1600 AT-1, Item 13.
99	***************************************	· · · · · · · · · · · · · · · · · · ·	State Service Reconcilation Forms/Cards	Р	х	Active			Active	ΧI	Retain as "Active" until employee separates from state service. Then retain according to type of separation.
100	The tree tree that here has tree tree tree tree tree tree tree tre		Subject to Proper Placement Letter	P	X	Active			Active	ΧI	Retain as "Active" until employee separates from State service. EXCEPTION: If the State Personnel Board Medical Officer or his/her designee determines that employment restrictions no longer apply, the letter shall be destroyed. NOTE: Medical records must be kept in a sealed envelope. PRA 6254; IPA 1798.40.
101	16.0	And Andread An	Payroll Warrant Register (CD 38)* *Report of Exceptions (CD 66), Item 106, are filed with the above form	P	X	4	THE THE THE THE THE THE THE THE THE THE		4	ΧI	Retain for 2 years from end of pay period involved. Retain two more years or until audited. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 2.

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL	SCHEDULE NO.	DATE	
GS #82000	DTSC 99-03-	2 7/12/99	
ORGANIZATIONAL UNIT MANAGEMENT SERVICES/HUMAN RESOURO	CES	PAGE 18	of 19
ADDRESS (NUMBER STREET CITY)		DGPAPPROV	AL NP)
AND D STREET AILELOOR SACRAMENTO		フフ	L 3 4

Std. 73	(PC Genera	ited by DTS	C 4/93)	1	DRES	•	STREET	CHYI		797.234
			,	<u> 40</u>	0 F	STREET		ACRAME		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
ITEM NO.	CUBIC FÉÉT	CALIF STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS [Triple space between Items]	M 9 10	×	OFFICE	SRC	TOTAL 15	PRA (EXEMPT) & IPA IE	REMARKS 1
102	2.0		Payroll Adjustment Notice (STD 674)	P	×	5		5	ΧI	Retain for five years from pay period involved. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 52.
103	2.5		Personnel Action Request (STD 680) (Ihree-part)	P	X	Current		Current	ΧI	Retain as "Current" until status changes and new turnaround is received. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 56.
104	2.0		Personnel Action Request (STD 680 and 680A) (Original keyed on-line)	P		2		2	ΧI	Retain for a period of no less six months following the close of the fiscal year in which the data was entered on the Employment History Data Base. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 57.
105			Report of Exceptions (CD 66)* *Filed with Payroll Warrant Register (CD 38) Item 101.	F		4.	Adapting the state of the state	4	ΧI	Retain for 2 years from end of pay period involved. Retain two more years or until audited. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 5.
106	•		Report of Occupational Injury or Illness* (SCIF 3067) *Filed with Industrial Disability Files, Items 62 & 63	F	×	Active +2		Active +2	ΧI	Retain as "Active" until settlement of claim or closing, then retain two years. PRA 6264; IPA 1798.40. SAM 1600 AT-1, Item 11.
107	1.2		Report of Absence Without Pay (STD 603)	f	0	5		5	ΧI	Retain for five years from pay period involved. PRA 6254; IPA 1798.40; SAM 1600 AT-1, Item 27.
108	0.5		Report of Extra Hours To Be Paid (STD 673)			5		5	XI	" " SAM 1600 AT -1, Item 51.

RECORDS RETENTION SCHEDULE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL	SCHEDULE NO.	DATE	
GS #82000	1DTSC 99-03	2 7/12/99	3
ORGANIZATIONAL UNIT		PAGE OF	
MANAGEMENT SERVICES/HUMAN RES	OURCES	1 19 19	
ADDRESS (NUMBER STREET CITY)		DGS APPROVAL NO.	_

		·		40	O F	STREET	, 4th F	LOOR, S	ACRAME	VTO	99.234
ITEM	CUBIC	CALIF			٧		RETENT		81.	PRA	
NO.	FEET 7	STATE ARCHIVES 8	TITLE & DESCRIPTION OF RECORDS (Triple space between Rems)	9 10		OFFICE 12	DEPT 13	šŘĊ 1	TOTAL is	(EXEMPT) Å IPÅ 16	REMARKS
109	0.1		Revolving Fund Forms (DTSC 1028)	Р		Active +2		•	Active +2		Retain as "Active" for reference material. (Copies only) Original maintained in Accounting. PRA 6254; IPA 1798.40. SAM 1600 AT-1, Item 77.
110	0.5	A THE SAME OF THE	Salary Garnishment (STD 639)	Р	X	Active +4			Active +4	ΧI	Retain as "Active" until garnishment is satisfied, then retain for four years from end of pay period involved or until audited, whichever occurs first. IPA 1798.40, PRA 6254; SAM 1600 AT-1, Item 44.
111	*	wanterine in the following services of the f	Standard Clearance and Waiver* (STD 616) * Filed with Cert. of Eligibles (STD.664), Item 57	Р	X	3			3	ΧI	Retain for 3 years or until audited by the State Personnel Board, whichever occurs first. PRA 6254; IPA 1798.40. PRA 6254; IPA 1798.40. SAM 1600 AT-1, Item 37.
112	0.1		Subpoenaed Records Request Files	P		3			3	ΧI	Destroy by shredding. PRA 6254; IPA 1798.40.
		S. S. S. S. S. S. S. S. S. S. S. S. S. S									
			Total Cubic Feet: 267.1								
	- Andrews - Andr	-								And the statement of th	